



TAGORE INTERNATIONAL SCHOOL

VASANT VIHAR, NEW DELHI-57

CIRCULAR FOR CLASSES IX TO XII

TIS/ VV/ 2021-22/119
October 2021

Dear Parents

As the students are gearing up to write their Pre Board/ Term-I Examinations from Thursday, 21 October /Friday, 22 October 2021, here are a few guidelines that they are required to follow:

1. As the examinations are going to be held OFFLINE, the students are expected to observe Covid Appropriate Behaviour at all times when they are in school.
2. Carrying the duly filled Undertaking on each of the Examination day is mandatory for every student to be allowed to enter in the school premises. The Undertaking has been attached for your perusal.
3. The entry & exit for Sections A & B will be from Gate No 1. The students will take the staircase next to the Sports room to reach the 1st floor.
4. The entry & exit for Sections C & D will be from Gate No 3 (Bus gate). The students will take the staircase next to the Biology Lab to move to the 1st floor.
5. The seating plan for the examination has already been shared by the teachers.
6. You are requested to drop and pick your ward on time.

Please note-

- It is mandatory to appear in the examination in the offline mode.
- **No retest or rescheduling of examination will be done. In case a student is absent for any examination, she/ he will be marked absent.** Medical Leave (ML) will be awarded only in case of submission of a Medical Certificate along with the application before or on the day of Examination.
- The timings for Examination days are as follows:

Class	Reporting time	Dispersal time
IX	8:00 - 8:30 am	10:15 - 10:45 am
X	11:00 - 11:30 am	1:15 - 1:45 pm
XI	8:00 - 8:30 am	10:15 - 10:45 am
XII	11:00 - 11:30 am	1:15 - 1:45 pm

- The duration of the paper is 90 minutes and the format is completely based on Multiple Choice Questions as per CBSE scheme. Students will attempt the paper on the OMR sheet. To give them practice, a sample OMR sheet has already been mailed to them.
- No student will be allowed to leave the Examination room before the submission of OMR sheet to the invigilator.
- As per the examination guidelines issued by CBSE, possession of mobile phones, smart watches, calculators, written material, books, notes etc. will be considered as an attempt to use unfair means. The student will be awarded a zero in the test, and suspended from taking the rest of the examinations.
- The Performance Profile of the Pre Board/ Term-I Examinations will be visible on the Campus Care portal from Friday, 12 November, 5:00 pm onwards.
- The Parent Teacher Meeting for classes IX to XII is scheduled for Saturday, 13 November from 8:00 am -1:30 pm. The link for the meeting and time slots will be sent to you by the class teachers by Friday, 12 November 2021.

We wish our students all the best for the upcoming Examinations.

Shivani Gupta
Senior School Headmistress

DECLARATION

I, _____ Father/Mother of _____
studying in Class _____ Section _____ declare that I understand that my ward will
follow Covid Appropriate behaviour while in school to take the Term I/Pre-Board
Examination commencing from 21/22 October 2021.

I declare that (please tick the check boxes):

- I understand the risks of COVID-19 transmission which exist in the present situation.
- I assure you that my ward will follow all the COVID 19 protocols as per the
instructions of the school authorities and the guidelines shared by the Ministry of
Home Affairs / Directorate of Education / CBSE.
- My ward is maintaining good health and is not suffering from any illness for the past
10 days.
- No one in the family including my ward has had an international travel history in the
past 15 days.
- No one in my family has cold / fever or any other symptoms of the COVID 19
infection at the moment.
- No one in my family has suffered from COVID 19 in the past 15 days.
- I will not send my ward to school if she/he or any member of my family is unwell or
displays any symptoms like cough, fever, difficulty in breathing and bodily weakness.
- I will immediately inform the school authorities if any symptom appears in my ward.
- I am also aware that the school will take all precautions and will follow the COVID
19 protocol. However, I will not hold the school responsible in case my ward
contracts COVID19 once she/he leaves home.

- **Travel arrangement on the days of the examination of my ward will be**
 - travel on her/his own Yes/No
 - picked up by parents Yes/No
 - travel with an authorized guardian Yes/No
(information to be sent in advance to the
Class teacher or on the school email id)

People to be contacted in case of any emergency, other than parents:

NAME

MOBILE NO

1. _____

2. _____

(Signature)

(Contact No.)

(Date)